

KRS 18A. 110 AS RELATES TO THE EMPLOYEE PERFORMANCE EVALUATION SYSTEM

Necessity and Function: KRS 18A. 110 requires the Secretary of the Personnel Cabinet to promulgate comprehensive administrative regulations for classified service employees, to provide for uniform standards and methods of evaluating work performance of all employees, and for the use of such methods of evaluation in personnel actions involving discretionary salary advancements, promotions, disciplinary actions and for the development and operation of programs to improve work effectiveness of employees. This administrative regulation implements such (duties) directives by establishing a uniform employee performance evaluation system. The statute as relates to the Employee Performance Evaluation System reads as follows:

Section 1. Subsection (1)

(i) Employee evaluations.

Section 1. Subsection (7)

(j) For a uniform system of annual employee evaluation for classified employees, with status, that shall be considered in determining eligibility for discretionary salary advancements, promotions, and disciplinary actions. The administrative regulations shall:

- 1. Require the secretary to determine the appropriate number of job categories to be evaluated and a method for rating each category;**
- 2. Provide for periodic informal reviews during the evaluation period which shall be documented on the evaluation form and pertinent comments by either the employee or supervisor may be included;**
- 3. Establish a procedure for internal dispute resolution with respect to the final evaluation rating;**
- 4. Permit a classified employee, with status, who receives either of the two (2) lowest possible evaluation ratings to appeal to the Personnel Board for review after**

exhausting the internal dispute resolution procedure. The final evaluation shall not include supervisor comments on ratings other than the lowest two (2) ratings;

- 5. Require that an employee who receives the highest possible rating shall receive the equivalent of two (2) workdays, not to exceed sixteen (16) hours, credited to his or her annual leave balance. An employee who receives the second highest possible rating shall receive the equivalent of one (1) workday, not to exceed eight (8) hours, credited to his or her annual leave balance; and*
- 6. Require that an employee who receives the lowest possible evaluation rating shall either be demoted to a position commensurate with the employee's skills and abilities or be terminated; and*

KRS 18A. 095 has been amended in regards to the employee performance evaluation system to read as follows:

Section 2. Subsection (16)

An evaluation may be appealed to the board if an employee has complied with the review procedure established in subsection (7)(j) of Section 1 of this Act.

